

Article V - Executive Committee (EXCO)

Section 5.1 - Composition of the EXCO

The EXCO of the NUS Risk Society shall consist of the following positions:

- a. President
- b. Vice President (Research)
- c. Vice President (Operations)
- d. Hon General Secretary
- e. Hon Financial Secretary

Note: Multiple roles may be held by a single officeholder where appropriate, subject to the approval of the EXCO.

Section 5.2 - Functions of the EXCO

The EXCO shall collectively:

- a. Set the strategic direction and objectives of the NUS Risk Society, ensuring alignment with the club's mission to advance knowledge and practice in risk management.
- b. Oversee the management of the club's assets, finances, and intellectual property, ensuring prudent stewardship and compliance with NUS regulations.
- c. Be responsible for the planning, execution, and oversight of all club activities, including academic, industry, and social events.
- d. Foster a collaborative, inclusive, and intellectually stimulating environment for all members.
- e. Promote risk awareness, professional development, and networking opportunities within and beyond the NUS community.

Section 5.3 - Powers of the EXCO

The EXCO shall have the authority to:

- a. Co-opt additional members into the EXCO to fill vacancies or address emerging needs
- b. Admit new members to the NUS Risk Society and manage membership matters.
- c. Establish sub-committees or working groups with defined mandates to support club activities.
- d. Appoint directors or leads of sub-committees as required.
- e. Make decisions on matters not explicitly covered in the Terms of Reference, in the best interest of the club.
- f. Propose and implement amendments to the Terms of Reference, subject to approval procedures.
- g. Take disciplinary action against members whose conduct is detrimental to the club's values or interests.

- h. Accept resignations, manage succession planning, and fill vacancies in accordance with club governance.
- i. Authorise expenditure of the club's funds for official activities, with the consent of the Staff Advisor(s).
- j. Appoint faculty or external advisors, with the consent of the Staff Advisor(s), to provide guidance and support.

Article VI - Duties of the Executive Committee

Section 6.1 - President

The President shall:

- a. Provide visionary leadership and set the strategic agenda for the NUS Risk Society, in consultation with the EXCO and members.
- b. Represent the club to external stakeholders, including industry partners, academic institutions, and the broader NUS community.
- c. Cultivate a culture of excellence, integrity, and inclusivity within the club.
- d. Oversee the execution of all club activities, ensuring alignment with the club's mission and values.
- e. Supervise and support all EXCO members in the fulfillment of their duties.
- f. Ensure compliance with all relevant NUS policies and regulations.

Section 6.2 - Vice President (Research)

The Vice President (Research) shall:

- a. Assist the President in strategic planning and research-related operations.
- b. Oversee the coordination and quality of research activities and academic content.
- c. Support Directors and Analysts in their research initiatives and ensure effective collaboration across portfolios.
- d. Manage research documentation and compliance with academic standards.
- e. Coordinate reports and projects from all Directors under his or her supervision, ensuring that each project is risk-related and aligns with the club's objectives.

Section 6.3 - Vice President (Operations)

The Vice President (Operations) shall:

- a. Assist the President in operational planning and internal management.
- b. Oversee the day-to-day functioning of the club, including member welfare and internal communications.

- c. Coordinate the activities of the Main Committee and Sub Committee to ensure effective club operations.
- d. Supervise the work of the Director for Events and Director for Marketing to ensure high standards in event execution and club publicity.
- e. Develop and maintain relationships with external stakeholders, including industry partners, sponsors, and other student organizations.
- f. Lead outreach initiatives to enhance the club's profile and expand opportunities for members.
- g. Coordinate external events, such as industry talks, networking sessions, and collaborative projects.
- h. Support the President in representing the club at official functions.

Section 6.4 - Honorary General Secretary

The Honorary General Secretary shall:

- a. Oversee administrative functions, including scheduling meetings, recording minutes, and managing official correspondence.
- b. Manage club documentation, meetings, and compliance with administrative requirements.
- c. Ensure compliance with NUS administrative policies and maintain transparent records.
- d. Support the President and Vice Presidents in administrative matters.
- e. Ensure compliance with NUS Personal Data Protection (PDP) principles and best practices.
- f. Liaise with the Staff Advisor and NUS Data Protection Office for data-related issues

Section 6.5 - Honorary Financial Secretary

The Honorary Financial Secretary shall:

- a. Manage the club's finances, including budgeting, expenditure tracking, and financial reporting.
- b. Ensure compliance with NUS financial policies and maintain transparent records for auditing purposes.
- c. Authorize expenditure and support the President and EXCO in financial matters.

Article VII - Main Committee

Section 7.1 - Composition of the Main Committee

The Main Committee of the NUS Risk Society shall consist of the following positions:

- a. Deputy General Secretary, PDPA Officer
- b. Director of Market Risk
- c. Director of Credit Risk
- d. Director of Strategic Risk
- e. Director of Cyber Risk
- f. Director for Marketing
- g. Director for Events

Section 7.2 - Duties of the Main Committee

Section 7.2a - Deputy General Secretary

- a. Assist the Honorary General Secretary in administrative duties and ensure smooth internal operations.
- b. Oversee the collection, management, and protection of data related to club activities and membership.

Section 7.2b - Director of Market Risk

The Director of Market Risk shall:

- a. Lead educational and practical initiatives, projects, and activities related to market risk assessment and management, including research, workshops, simulations, and competitions.
- b. Foster partnerships and collaborate with industry professionals and academic experts to enhance learning opportunities.
- c. Supervise and coordinate the work of Market Risk Analysts.

Section 7.2c - Director of Credit Risk

The Director of Credit Risk shall:

- a. Lead educational and practical initiatives, projects, and activities related to Credit risk assessment and management, including research, workshops, simulations, and competitions.
- b. Foster partnerships and collaborate with industry professionals and academic experts to enhance learning opportunities.
- c. Supervise and coordinate the work of Credit Risk Analysts.

Section 7.2d - Director of Strategic Risk

The Director of Strategic Risk shall:

- a. Lead educational and practical initiatives, projects, and activities related to Strategic risk assessment and management, including research, workshops, simulations, and competitions.
- b. Foster partnerships and collaborate with industry professionals and academic experts to enhance learning opportunities.
- c. Supervise and coordinate the work of Strategic Risk Analysts.

Section 7.2e - Director of Cyber Risk

The Director of Cyber Risk shall:

- a. Lead the club's efforts in understanding and managing technology, cyber, and information security risks.
- b. Organize events on emerging IT risk topics, such as cybersecurity, data privacy, and FinTech risks.
- c. Ensure the club's digital assets and platforms are secure and up-to-date.
- d. Supervise and coordinate the work of Cyber Risk Analysts.

Section 7.2f - Director for Marketing

The Director for Marketing shall:

- a. Develop and implement the club's marketing and publicity strategy.
- b. Manage social media channels, promotional materials, and branding.
- c. Collaborate with other Main Committee members to maximize the visibility and impact of club activities.
- d. Supervise and coordinate the work of Outreach and Publicity Executives.

Section 7.2g - Director for Events

The Director for Events shall:

- a. Plan, coordinate, and execute all club events, including academic seminars, workshops, networking sessions, and social activities.
- b. Ensure high standards of organization, inclusivity, and member engagement.
- c. Work closely with other Directors to integrate risk management themes into events.
- d. Supervise and coordinate the work of the Logistics Executive.

Article VIII - Sub Committee

Section 8.1 - Composition of the Sub Committee

The Sub Committee shall consist of roles supporting the Main Committee, including but not limited to:

- a. Market Risk Analyst 1
- b. Market Risk Analyst 2
- c. Credit Risk Analyst 1
- d. Credit Risk Analyst 2
- d. Strategic Risk Analyst 1
- e. Strategic Risk Analyst 2
- f. Cyber Risk Analyst 1
- g. Cyber Risk Analyst 2
- h. Outreach Executive
- i. Publicity Executive
- j. Logistics Executive

Section 8.2 - Duties of the Sub Committee

Section 8.2a - Risk Analysts (Market, Credit, Strategic, Cyber)

Risk Analysts shall:

- a. Support their respective Directors in research, event planning, and execution of projects.
- b. Conduct in-depth analysis, prepare reports, and contribute to workshops and case studies.
- c. Assist in maintaining up-to-date knowledge of trends and developments in their respective risk areas.
- d. Participate actively in team meetings and provide insights to enhance the club's intellectual environment.

Section 8.2b - Outreach Executive

The Outreach Executive shall:

- a. Assist the Director for Marketing in developing and executing outreach strategies.
- b. Build and maintain relationships with external partners, sponsors, and other student organizations.
- c. Support the organization and promotion of events to expand the club's reach.

Section 8.2c - Publicity Executive

The Publicity Executive shall:

- a. Support the Director for Marketing in managing publicity efforts and social media presence.
- b. Create engaging content and promotional materials for club activities.
- c. Coordinate with other committee members to ensure consistent branding.

Section 8.2d - Logistics Executive

The Logistics Executive shall:

- a. Support the Director for Events in all logistical aspects of event planning and execution.
- b. Coordinate venue arrangements, materials, and resources for club activities.
- c. Ensure smooth operations during events and provide on-site support as needed.